

## BLT: Basic Lesson Plan for Technology

Application	Date Completed	Objective	TA TEKS
Fall Semester			
Keyboarding/Word			2abcdef 1ab, 2ade, 3a, 5b, 7bc, 9ab, 11a
Slide Show			1abd, 2abcde, 3ab, 5a, 7abc, 8a, 9b, 10ab, 11a
Database			1abe, 2ae, 3a, 5b, 7bc, 8ab, 10c, 11a
Spreadsheet			1abe, 2ade, 3a, 5b, 7bc
Spring Semester*			
Database			1abe, 2ae, 3a, 5b, 7bc, 8ab, 10c, 11a
Spreadsheet			1abe, 2ade, 3a, 5b, 7bc
Word			2abcdef 1ab, 2ade, 3a, 5b, 7bc, 9ab, 11a
Multimedia			1abd, 2abcde, 3ab, 5a, 7abc, 8a, 9b, 10ab, 11a
Other			

Highlighted TA TEKS have been taught through lessons documented on the front of this sheet. Teachers are responsible for covering any remaining TEKS.

## Texas Essential Knowledge and Skills for Technology Applications (Grades 3-5)

Foundations	Information Acquisition	Solving Problems	Communication
<b>Demonstrates knowledge and use appropriate of hardware components, software programs, and their connections.</b> <b>1A</b> Use technology terminology appropriate to the task <b>1B</b> Save and delete files, use menu options and commands, and work with more than one software application <b>1C</b> Identify and describe the characteristics of digital input, processing, and output <b>1D</b> Delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file format and cross platform connectivity <b>1E</b> Access remote equipment on a network such as a printer or other peripherals  <b>Uses data input skills appropriate to the task.</b> <b>2A</b> Use a variety of input devices such as mouse, keyboard, disk drive, modem, voice/sound recorder, scanner, digital video, CD-ROM, or touch screen <b>2B</b> Use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns <b>2C</b> Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate <b>2D</b> Produce documents at the keyboard, proofread, and correct errors <b>2E</b> Use language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate <b>2F</b> Demonstrate an appropriate speed on short timed exercises depending upon the grade level and hours of instruction  <b>Complies with laws and examines issues regarding use of technology in society.</b> <b>3A</b> Follow acceptable use policies when using computers <b>3B</b> Model respect of intellectual property by not illegally copying software or another individual's electronic work	<b>Uses a variety of strategies to acquire information from electronic resources, with appropriate supervision.</b> <b>4A</b> Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies <b>4B</b> Select appropriate strategies to navigate and access information on local area networks (LANs) and wide area networks (WANs) including the Internet and intranet, for research and resource sharing  <b>Acquires electronic information in variety of formats, with appropriate supervision.</b> <b>5A</b> Acquire information including text, audio, video, and graphics <b>5B</b> Use on-line help and documentation  <b>Evaluates acquired electronic information.</b> <b>6A</b> Apply critical analysis to resolve information conflicts and validate information <b>6B</b> Determine the success of strategies used to acquire electronic information <b>6C</b> Determine usefulness and appropriateness of digital information	<b>Uses appropriate computer-based productivity tools to create and modify solutions to problems.</b> <b>7A</b> Use software programs with audio, video, and graphics to enhance learning experiences <b>7B</b> Use appropriate software to express ideas and solve problems including the use of word processing, graphics, databases, spreadsheets, simulations, and multimedia <b>7C</b> Use a variety of data types including text, graphics, digital audio, and video  <b>Uses research skills and electronic communication, with appropriate supervision, to create new knowledge.</b> <b>8A</b> Use communication tools to participate in group projects <b>8B</b> Use interactive technology environments, such as simulations, electronic science or mathematics laboratories, virtual museum field trips, or on-line interactive lessons, to manipulate information <b>8C</b> Participate with electronic communities as a learner, initiator, contributor, or mentor  <b>Uses technology applications to facilitate evaluation of work, both process and product.</b> <b>9A</b> Use software features, such as on-line help, to evaluate work progress <b>9B</b> Use software features, such as slide show previews, to evaluate final product	<b>Formats digital information for appropriate and effective communication.</b> <b>10A</b> Use font attributes, color, white space, and graphics to ensure that products are appropriate for the defined audience <b>10B</b> Use font attributes, color, white space, and graphics to ensure that products are appropriate for the communication media including multimedia screen displays, Internet documents, and printed materials <b>10C</b> Use appropriate applications including, but not limited to, spreadsheets and databases to develop charts and graphs by using data from various sources  <b>Delivers the product electronically in a variety of media, with appropriate supervision.</b> <b>11A</b> Publish information in a variety of media including, but not limited to, printed copy, monitor display, Internet documents, and video <b>11B</b> Use presentation software to communicate with specific audiences  <b>Uses technology applications to facilitate evaluation of communication, both process and product.</b> <b>12A</b> Select representative products to be collected and stored in an electronic evaluation tool <b>12B</b> Evaluate the product for relevance to the assignment or task <b>12C</b> Create technology assessment tools to monitor progress of project such as checklists, timelines, or rubrics



The Texas Education Agency - Educational Technology  
<http://www.tea.state.tx.us/technology>

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